Covansys

Weekly Executive Status Report

Project: Statewide Voter Registration System
Project Manager: W. Gary Bush gbush2@covansys.com
For Week Ending: 9-Sep-05
Project Schedule: 192 days used of 336 total project days
57% of implementation schedule expended

Project Highlights

The following represent the most important facts about the project as of this status report:

Phase 4 (Software Modification and Testing) Development Delayed
- Production and Training/Test environments installed. T3 line to MI site not yet installed.
- Coding and system testing on all modules proceeding to a split UAT Phase 2 schedule, due 9/19 and 9/26.
- UAT is delayed one week for Phase 2, with all defects from Phase 1 being reworked, as of 9/19.
- System testing and VK script verification is scheduled for 9/12 on group A of Phase 2 UAT modules.
- Training scheduled now for UAT Phase 2 testers on Sept. 14th & 22nd.
- All end-user hardware for the six Pilot counties has been installed.
- Installation of county servers in Ocean, Gloucester, and Mercer counties were completed this week. Other 3 pilots due next week.

Business Transition Change Management Plan Underway
- Training schedules set for both Track 1 (basic PC skills) and Track 2 (ElectioNet). SOme changes were made this week.
- Training sites identified and scheduled for each county.
- End-user Track 1 Training underway for completion Oct. 14th. Half of the classes completed.
- Track 2 Training classes start Sept. 27th. Training Guides in final preparation.
- Training plans for municipal staff being compiled with State guidance.
- Process change documentation continues.
- County Level Implementation Plans (CLIPs) were updated with training dates.

Initial Data Conversion Collections Completed. 2nd Pulls underway for remaining counties.
- Exception reports for 2nd cycle conversions for Group B was released this week. Group C pulls underway..
- Full test data set was updated for system testing and UAT, including districts. Currently in QA at PCC.

DIA Agency interfaces being finalized
- MVC real-time system interface was defined for requests to both MVC and SSA. Network connectivity finalized. Hardware and MQ Series software is ordered.
- FRD and final interface design document with file layouts still in review.
- State is finalizing the MOU with MVC and DHSS.

Recent Accomplishments

The tasks listed below were completed recently by the project team:

Project Plan Phase Key	Task	Who	Start Date	Scheduled Complete Date	Comments
P3e	Organization Change Management Pre-Implementation	J.Smith		26-Jul	Final Training Venues confirmed.
P5b	Install Pilot Site Workstations and Peripherals	ATS		3-Oct	County servers for 3 Pilot Counties installed.
P5b	Install Pilot Site Workstations and Peripherals	ATS		3-Oct	Additional Workstations ordered for several counties.
P6a	Training of end-users	J.Smith		2-Dec	Half of Track 1 classes completed this week.

Work in Progress

The tasks listed represent the activities in which the team is engaged the week following this reporting period.

Project Plan Phase Key	Task	Who	Start Date	Scheduled Complete Date	Comments
P7b1	Prepare External Interface Integration Design Document	GLBush	Underway	16-Sep	Final design now set. Report in final review. Final MOU being negotiated.
P4e	Prepare User Manual/documentation	C.Rennie	Underway	16-Sep	Final printing for Pilot training classes due next week
P5b	Install End-user Workstations and Peripherals	ATS	Underway	3-Oct	Non-pilot county installs scheduled to begin next week
P5b	Install Pilot Site Back-up and Database Servers	ATS	Underway	3-Oct	Server installs for last 3 pilot counties scheduled for next week.
	Low Priority Issues	1			

Coming Events

Upcoming Activities

The events listed below are highlights scheduled for the near future of the project.

Status	Event	Start Date	Scheduled Complete Date	Comments
Scheduled	Weekly Team Status Meetings	17-May	On-going	Every Tuesday @ 9:30AM

Underway	Completion of 2nd Data Pulls for all counties	15-Jul	26-Sep	Initial reports look good!
Underway	Coding efforts for Phase 2 UAT in system testing.	30-Jun	26-Sep	Two Groups of Modules: 19-Sept and 26-Sept.
Scheduled	Performance and Load Testing of application & systems	12-Sep	26-Sep	
Scheduled	Track 2 Training for Pilot Counties	27-Sep	7-Oct	

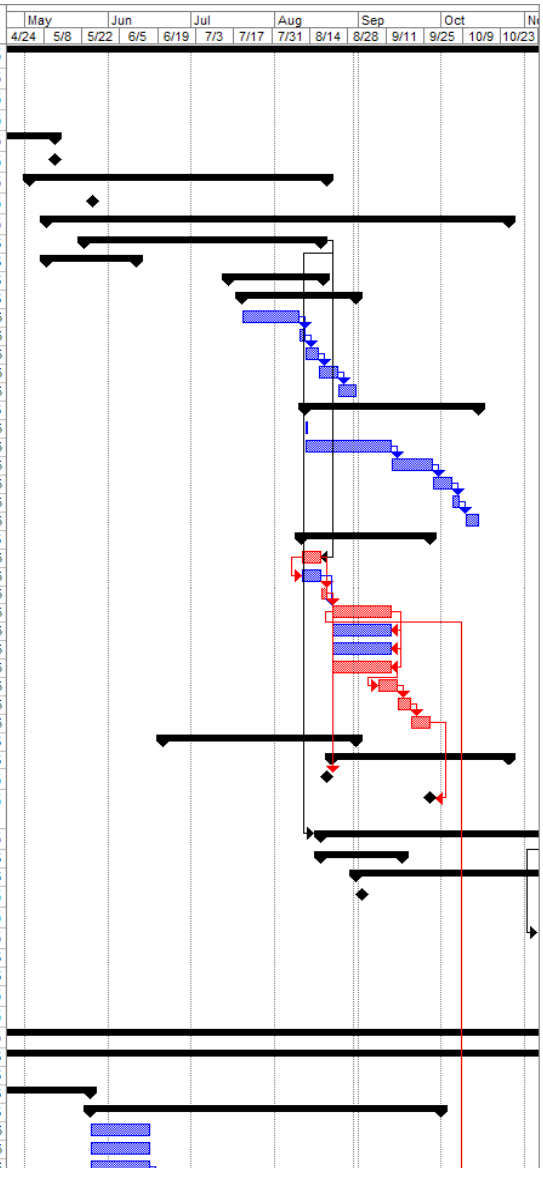
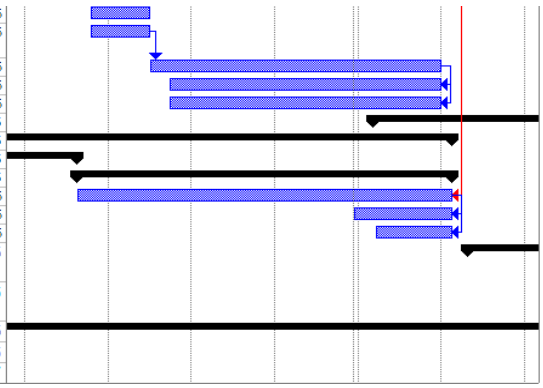
Project Scope Changes

The following changes to the project scope have been proposed by Covansys to The State of New Jersey

CR Status	Change Request	Change Request Owner	CR Approval Date	CR Impact	Comments
Accepted	Addition of 6th county to Pilot Group	WG Bush	4-Apr-05	Medium	6th county now confirmed
Approved	All-Oracle Database for all servers	WG Bush	30-Jun-05	Large	Cost reduction approved.
Researching	Workflow changes for DIA screens	WG Bush	TDB	Medium	Effort being estimated by PCC
Approved	End-user hardware increase above proposal estimates	WG Bush	22-Jul-05	Large	State will purchase this HW through Covansys.
Approved	Proposal to Purchase Print Servers for each county (21)	WG Bush	24-Aug-05	Large	State will purchase this HW through Covansys.
Approved	Cost Savings to State by dropping end-user hardware M&S in lieu of ordering additional replacement hardware.	WG Bush	24-Aug-05	Large	State will purchase this HW through Covansys.
Approved	Proposal to Purchase Server Racks for Mercer and Essex Counties	WG Bush	24-Aug-05	Small	State will purchase this HW through Covansys.
Approved	Additional PC purchases for Missed and Increased Counts to Counties	WG Bush	29-Aug-05	Medium	State will purchase this HW through Covansys.

High Level Project Schedule

ID	Task Name	Duration	Start
1	**New Jersey Statewide Voter Registration System (SVRS**	**728 days**	**Tue 3/1/05**
2	**Phase 1 - Project Initiation Phase**	**34 days**	**Tue 3/1/05**
40	**Milestone 1 - Project Kickoff Meeting Completed**	**0 days**	**Wed 3/9/05**
41	**Milestone 2 - Application Demonstration Completed**	**0 days**	**Wed 3/16/05**
42	**Phase 2 - Business Needs Assessment / Gap Analysis**	**46 days**	**Wed 3/9/05**
87	**Milestone 3 - Requirement Documents Accepted**	**0 days**	**Wed 5/11/05**
88	**Phase 3 - Design and Implementation Planning**	**77 days**	**Tue 5/3/05**
141	**Milestone 4 - Detail Design Completed**	**0 days**	**Wed 5/25/05**
142	**Phase 4 - Software Modification and Testing**	**119 days**	**Mon 5/9/05**
143	**P4a - Application Configuration/ Development**	**61 days**	**Mon 5/23/05**
155	**P4b - User Acceptance Test Plan (Application with Conversion Data)**	**24 days**	**Mon 5/9/05**
165	**P4c - Pilot Implementation and Support Plan**	**25 days**	**Fri 7/15/05**
171	**P4d - Training Materials and Documentation**	**30 days**	**Wed 7/20/05**
172	P4d-Develop Training Materials / Documentation	15 days	Wed 7/20/05
173	P4d-Submit Training Materials / Documentation for Internal Review	2 days	Wed 8/10/05
174	P4d-Distribute/Review/Revise with Key Stakeholders	3 days	Fri 8/12/05
175	P4d-Review/Submit/Obtain Signoff of Training Materials	5 days	Wed 8/17/05
176	P4d-Produce Training Materials / Documentation for Training	5 days	Wed 8/24/05
177	**P4e - Application Manuals and Supporting documentation**	**45 days**	**Fri 8/12/05**
178	P4e-Review FRSD, TDD, RTM	1 day	Fri 8/12/05
179	P4e-Prepare User Manual/documentation	21 days	Fri 8/12/05
180	P4e-Prepare System Administration Manual/documentation	11 days	Tue 9/13/05
181	P4e-Prepare Technical Reference Manual/documentation	5 days	Wed 9/28/05
182	P4e- Distribute/Review/Revise with Key Stakeholders	3 days	Wed 10/5/05
183	P4e-Review/Submit/Obtain Signoff of Application (SVRS) Manuals	5 days	Mon 10/10/05
184	**P4f - User Acceptance Testing**	**32 days**	**Thu 8/11/05**
185	P4f- Prepare for UAT and Problem Reporting	5 days	Thu 8/11/05
186	P4f-Install UAT Workstations and Peripherals	5 days	Thu 8/11/05
187	P4f-Train UAT Testers and Other End Users Identified by State	2 days	Thu 8/18/05
188	P4f- Execute UAT	15 days	Mon 8/22/05
189	P4f-Assist in Analyzing Test Results	15 days	Mon 8/22/05
190	P4f-Assist in Documenting Test Findings and Recommendations	15 days	Mon 8/22/05
191	P4f-Communicate Issues/Problems/Resolutions	15 days	Mon 8/22/05
192	P4f- Prepare UAT and Performance Testing Results	5 days	Thu 9/8/05
193	P4f- Distribute/Review/Revise with Key Stakeholders	3 days	Thu 9/15/05
194	P4f- Review/Submit/Obtain Signoff of UAT and Performance Testing Res	5 days	Tue 9/20/05
195	**P4g- Establish Managed Server Sites**	**50 days**	**Tue 6/21/05**
210	**P4h - Organizational Change Management Implementation**	**46 days**	**Mon 8/22/05**
217	**Milestone 5 - User Acceptance of Full Function Application Beg**	**0 days**	**Fri 8/19/05**
218	**Milestone 6 - User Acceptance of Full Function Application Completed**	**0 days**	**Mon 9/26/05**
219	**Phase 5 - Pilot Implementation**	**57 days**	**Thu 8/18/05**
220	**P5a - Pilot Selection and Training**	**21 days**	**Thu 8/18/05**
228	**P5b - Pilot Installation and Support**	**48 days**	**Wed 8/31/05**
238	**Milestone 7 - Production Installation Certification**	**0 days**	**Thu 9/1/05**
239	**Milestone 8 - Pilot Site Implementation Completed**	**0 days**	**Mon 11/7/05**
240	**Phase 6 - Staged Rollout and Deployment - Remaining Sites**	**29 days**	**Tue 11/8/05**
241	**P6a - Training and Assessment Survey for Full Production**	**29 days**	**Tue 11/8/05**
245	**P6b - Full Deployment and Production Implementation Tracking**	**29 days**	**Tue 11/8/05**
255	**Milestone 9 - All Users Trained**	**0 days**	**Mon 12/12/05**
256	**Milestone 10 - Implementation Complete to all Sites**	**0 days**	**Mon 12/19/05**
257	**Phase 7 - Conversion and Interface**	**197 days**	**Mon 3/14/05**
258	**P7a - Data Conversion**	**197 days**	**Mon 3/14/05**
259	**P7a1 - Data Conversion and Migration Plan**	**17 days**	**Mon 3/14/05**
268	**P7a2 - Data Conversion Results Cycle 1**	**35 days**	**Wed 4/6/05**
277	**P7a3 - Data Conversion Results Cycle 2**	**90 days**	**Wed 5/25/05**
278	P7a3-Complete Database Changes, Loads, Conversions	15 days	Wed 5/25/05
279	P7a3-Perform/Document QA Reviews (Developer, Peer, Team)	15 days	Wed 5/25/05



279	P7a3-Perform/Document QA Reviews (Developer, Peer, Team)	15 days	Wed 5/25/05
280	P7a3-Conduct Internal Testing (Interface, Integration, Load, Migration, System, Network)	15 days	Wed 5/25/05
281	p7a2 - Collect data from each data source	75 days	Thu 6/16/05
282	P7a3 - Process Data through Conversion Programs	70 days	Thu 6/23/05
283	P7a3 - Distribute Cycle reports to each data source contact person	70 days	Thu 6/23/05
284	**P7a4 - Data Conversion Results Cycle 3**	**74 days**	**Tue 9/6/05**
293	**P7b - Interface**	**143 days**	**Tue 3/15/05**
294	**P7b1 - External Interface Design Document**	**48 days**	**Tue 3/15/05**
301	**P7b2 Interface testing results document**	**95 days**	**Fri 5/20/05**
302	P7b2 - External Interface Development	95 days	Fri 5/20/05
303	P7b2-Conduct Internal Testing (Interface, Integration)	25 days	Tue 8/30/05
304	P7b2-Document Internal Testing	20 days	Wed 9/7/05
305	**Phase 8 - Project Close-out and Transition to Maintenance and Support**	**311 days**	**Tue 10/11/05**
330	**Milestone 11 - Project Close-out and Transition to Maintenance and Support Completed**	**0 days**	**Wed 2/1/06**
331	**Ongoing Project Management**	**235 days**	**Tue 3/1/05**
411	**Comprehensive Full Service Support**	**260 days**	**Fri 12/29/06**
416	**Milestone 12 - Maintenance and Support Complete**	**0 days**	**Mon 12/31/07**